

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title</b> SUPERINTENDENT MAINTENANCE AIRPORT		<b>Date:</b> Sept 28, 2000
<b>Position Level:</b> 8	<b>FLSA Status:</b> Non-Exempt	<b>Class Code:</b> 8-32

### GENERAL DESCRIPTION

Primary function is to supervise and oversee all maintenance functions at the Airport. This includes: assigning work to other maintenance workers; requesting PO's; ordering and picking up needed maintenance supplies; and repairing and maintaining systems.

### KEY RESPONSIBILITIES

1. \*Assign work and projects to the maintenance staff.
2. \*Perform inspections of airfield equipment and facilities in order to ensure proper functioning.
3. \*Direct and perform maintenance and repair of all equipment.
4. Communicate with outside companies regarding air conditioning unit and equipment.
5. Order and pick up materials.
6. \*Daily monitoring of all work sites and work crews.
7. Troubleshoot electrical and plumbing and repair as needed.
8. Check and maintain tools and equipment periodically to ensure proper operation and safety.
9. Keep work area clean and organized and use safety cones and signage when required.
10. \*Supervise the disposal of all international garbage as per USDA protocol.
11. \*Supervise all janitorial functions, both by airport staff and contract.
12. \*Supervise the Landscape Maintenance Contractor.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SUPERT, MAINTENANCE AIRPORT	<b>Class Code:</b> 8-32	<b>Position Level:</b> 8
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Florida Driver's License.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_